

CATAWBA COUNTY EMERGENCY OPERATIONS PLAN

GLOSSARY

All Hazards Shelter - Public or private building that provides adequate protection to the population from the blast, fire and radiation generated by a nuclear explosion.

Annex (functional) - Parts of the EOP that begin to provide specific information and direction; should focus on operations, what the function is and who is responsible for carrying it out, emphasize responsibilities, tasks, procedures, and operational actions that pertain to the function being covered, including activities to be performed by anyone with a responsibility under the function. Should clearly define and describe the policies, procedures, roles, and responsibilities inherent in the various functions before, during, and after any emergency period.

Appendix, Hazard-specific (of Annex) - addresses each hazard that threatens the jurisdiction. Unique characteristics of various hazards will not be adequately covered in the functional annexes; to properly treat such unique factors is the purpose or role of the hazard-specific appendixes to the functional annexes.

CERCLA - The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund) regarding hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites; establishes authority to tax chemical and petroleum industries to finance a \$1.6 billion response trust fund (the Superfund or Fund), and provides broad Federal authority to respond directly to releases or threatened releases of hazardous substances and pollutants or contaminants that may endanger public health or welfare or the environment. EPA is primarily responsible for implementing Superfund. Under CERCLA, EPA may take legal action to force those responsible for hazardous substance releases to clean them up or to reimburse EPA for costs or cleanup. Reauthorized via SARA. (Codified as: 42 USC 9601 et. seq.)

Civil Air Patrol - Volunteer pilots who offer their time and aircraft for emergency use in search and rescue, messenger service, light transport flights, air borne communications, and reconnaissance support.

Command Post - A centralized base of operations established near the site of a hazardous materials incident.

SERC - State Emergency Response Commission for the state in which the facility is located. Oversees local committees' information and operations; approves submitted local response plans; intermediary between Federal and local officials in SARA compliance. See "SERC."

LEPC - The Local Emergency Planning Committee for the Emergency Planning District in which the facility is located; required by federal law and some state laws to develop contingency plans (for planning districts as set forth by the State Commission).

Community Emergency Coordinator - A person appointed for the local emergency planning committee (pursuant to SARA), who makes determinations necessary to implement plans, and who receives official emergency notification of releases.

Community Information Coordinator - Official designated by the Committee to receive and public requests for facility information required under Title III.

Comprehensive Cooperative Agreement (CCA) - For each state, a single budgetary vehicle for applying for and receiving financial assistance for several discrete FEMA-administered programs. Negotiated separately for each State via FEMA Regional offices. Mechanism for distribution of Title III training grants.

Comprehensive Emergency Management (CEM) - An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

Congregate Care Facilities (CCF) - Public or private buildings in the host areas planned for use to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person.

Continuity of Government - Plans and procedures for ensuring the survival and operational capabilities of governmental processes and lines of succession. This includes the protection and maintenance of agency and departmental vital records.

Challenged - The state of being mentally or physically handicapped.

Damage Assessment/Estimation - The conduct of on the scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident, and chemical explosion.

Department of Crime Control & Public Safety (CCPS) - The North Carolina department responsible for state crime control and disaster preparation and response.

Disaster - An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military or paramilitary cause.

Division of Emergency Management (EM) - The North Carolina state agency tasked with protecting the general public from the effects of natural or manmade disasters.

Emergency Broadcast System (EBS) - A voluntary network of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to disseminate information during an emergency, as provided by the Emergency Broadcast System Plan. EBS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/manmade emergencies or disasters at national, state, or local levels. This system keeps the public informed.

Emergency Management - Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation.

Emergency Management Assistance (EMA) - FEMA program of financial contributions to assist the States and their political subdivisions to develop a capability for civil defense by assisting them on a 50-50 funds-matching reimbursement basis.

Emergency Management Coordinator (EMC) - The Emergency Response person responsible to the Direction and Control Group for coordinating the response activities of the combined government, industry, and public forces at work in the disaster.

Emergency Medical Services (EMS) - Local medical response teams, usually rescue squads or local ambulance services which provide medical services during a disaster.

Emergency Medical Technician (EMT) - Person nationally or state-certified as trained to provide a specific level of emergency medical care, usually at the actual scene of an emergency which led to the injuries being treated, prior to transport to a hospital.

Emergency Operations Center (EOC) - The protected site from which civil government officials (municipal, county, State, and Federal) exercise centralized direction and control in an emergency. Operating from an EOC is a basic emergency management concept. For effective emergency response, all activities must be centrally directed and coordinated. The person-in-charge of the disaster directs the response from this location, and all community officials assigned primary emergency response tasks coordinate their actions from this center. The EOC should have adequate work space, be supplied with maps, status boards, etc. which are visible to all EOC staff, and have communications capability so that the EOC staff may communicate with their departments and field forces. The EOC also serves as a Resource Center and coordination point for additional field assistance. It provides executive directives and liaison to state and federal government, and considers and mandates protective actions. The EOC may be partially activated with key staff persons meeting periodically, or it may be fully activated, thus operating on a continuous 24 hour basis, depending on the situation.

Emergency Operations Plan (EOP) - An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

Emergency Operations Exercise - Emergency operations training for Emergency Operating Center (EOC) personnel, including civil government officials, under conditions of a simulated emergency.

Emergency Public Information - Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders. Includes rumor-control processes. During an emergency it is essential that the community have the capability to disseminate, in a timely manner, official emergency public information. An effective public information program is instrumental in saving lives and limiting the loss of property. A Public Information Official (PIO) must be appointed to provide a single source of information to the media. Information thus will be non-conflicting, and key officials will be free to concentrate on the response. The PIO must have the capability to fully utilize the media to provide fast, accurate, official information and instructions to the public. A center should be designated where press conferences will be given and news releases issued. This will be the only source of information for the media, so that key emergency operating facilities and activities will not be disrupted by media attempts to gain access. (See PIAT and JPIC)

Emergency Response - The response to any occurrence which results, or is likely to result, in a release of a hazardous substance due to an unforeseen event.

Emergency Response Guidebook (ERG) - published and distributed by DOT for response personnel's initial use on-scene at HazMat events. Latest issue is dated "1987." Earlier editions should be discarded.

Emergency Worker - Workers employed during an emergency to work specifically in disaster roles such as debris removal, engineering services, dike construction, water removal, etc. Also any person engaged in operations required to minimize the effects of a fixed nuclear facility emergency.

Environment - Water, air, and land, and the interrelationship which exists among and between them and all living things.

EPA - U.S. Environmental Protection Agency: primary CERCLA agency; chair of NRT. Title III Hotline (800) 535-0202; in Washington, D.C. (202) 479-2449, 8:30 a.m. - 4:30 p.m. Monday - Friday. (Also known as CEPP Hotline.)

Evacuation - A population protection strategy involving orderly movement of people away from an actual or potential hazard, and providing reception centers for those without their own resources for temporary relocation.

Evacuee - That individual which is moved to an area of less risk.

Exercise - Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency plan (EOP).

Exercise Scenario - Background detail (domestic, international, political, military, etc.) against which an exercise is conducted.

Exposure/Exposed - When an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g., accidental or possible) exposure.

SARA Extremely Hazardous Substance - EPA list of 300-plus substances named in Appendix D of 40 CFR Part 300, as described in SARA section 302(a)(2). Section 302, 303 and 304 of CERCLA apply to these substances. Length of list may be altered by EPA review process.

Federal Emergency Management Agency (FEMA) - A federal agency tasked with national emergency preparedness and disaster response. Responsibilities include assistance in all aspects of community planning, preparedness and response to the full range of likely disasters and emergencies, including recommendation for a Presidentially declared disaster area and administration of disaster funds. Provides a range of expertise and administrative skills in community preparedness planning via state emergency offices. It also deals in flood insurance, temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions.

Fire Department - A paid or voluntary professional fire department with jurisdiction over Local Emergency Response; receives reports from facilities under Title III.

Flash Flood Warning - Means a flash flood is imminent within an area, take immediate action.

Flash Flood Watch - Indicates that a flash flood is possible or probable within an area, stay alert.

Foreseeable Emergency - Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical.

Full Protective Clothing - Clothing that will prevent gases, vapors, liquids, and solids from coming in contact with the skin. Full protective clothing includes the helmet, self-contained breathing apparatus, coat and pants customarily worn by firefighters (turn-out or bunker coat and pants), rubber boots, gloves, bands around legs, arms and waist, and face mask, as well as covering for neck, ears, and other parts of the head not protected by the helmet, breathing apparatus, or face mask.

General Statute (G.S.) - The specific form of state law, codified and recorded for reference.

Hazard - Any situation that has the potential for causing damage to life, property, and the environment.

Hazard Analysis - A process used by emergency managers to identify and analyze crisis potential and consequences.

Hazard Identification - The Hazard Identification is part FEMA's CPG 1-35, of the "Hazard Identification, Capability Assessment, and Multi-Year Development Plan" (HICA/MYDP, op. cit.) information system, which is completed (and updated annually) by State and local emergency management organizations. The Hazard Identification provides a structured approach for identifying those hazards judged by local officials to pose a significant threat to their jurisdiction.

HazMat, Hazardous Materials - any substance or material in a particular form or quantity which the Secretary of Transportation finds may pose an unreasonable risk to health, safety, and property. Substances so designated may include explosive, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or solids, poisons, oxidizing or corrosive materials, and flammable gases. Defined via rulemaking process, under authority of PL 93-633.

Hazardous Materials Incident (Stationary) - Uncontrolled, unlicensed release of hazardous materials from a fixed site.

Hazardous Materials Response Team - A team of specially trained personnel who respond to a hazardous materials incident. The team performs various response actions including assessment, fire fighting, rescue, and containment; not responsible for cleanup operations following incident.

Hazardous Materials Transportation Incident - Uncontrolled, unlicensed release of hazardous materials during transport outside a fixed-site operation.

Hazardous Wastes - Discarded materials that EPA regulates under authority of the Resource Conservation and Recovery Act (RCRA) (42 USC 6901 et. seq.) because of public health and safety concerns. Under RCRA, a hazardous waste is fully regulated from "cradle to grave"--that is, from its time of creation until properly discarded.

HICA-MYDP - Hazard Identification, Capability Assessment, and Multi-Year Development Plan. (See

Hurricane - Pronounced rotary circulation, constant wind speed of 74 miles per hour (64 knots) or more.

ICS - Incident Command System: combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. Intended to expand as situation requires larger resource, without requiring new, reorganized command structure.

In-Place Sheltering - Directing of personnel to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat, i.e. vapor cloud or explosion. In-place sheltering is defined as "the indoors sheltering of people to prevent external contact or inhalation of harmful chemicals". All air circulating devices should be shut off and windows and doors closed. It is anticipated in-place sheltering will last a short time, no more than a few hours.

Integrated Emergency Management System (IEMS) - A system which allows improved capability by all levels of government to mitigate, prepare for, respond to, and recover from all disasters or emergencies. IEMS utilizes a strategy for implementing emergency management activities which builds upon those functions which are common to preparedness for any type of occurrence; and which provides for special requirements of individual emergency situations. Seeks function-based plan annexes which can be adapted to varied hazard events.

Joint Public Information Center (JPIC) - A center established near the scene of a disaster or emergency for issuing emergency information. It provides a central location for the joint issuance of accurate information to news media representatives by all levels of government and private industry. This center should be a large room with limited access, close to the scene, where the media can receive information and be provided with work space. A JPIC is established for written and verbal news releases to the media. The Joint Public Information Center provides a central location where news media representatives can receive accurate current information concerning the incident. (See PIAT)

Liability - An obligation to do or refrain from doing something; a duty which eventually must be performed; and obligation to pay money; also used to refer to one's responsibility for his conduct.

Liable - To be responsible for; to be obligated in law. (See liability).

Local Government - Political subdivision of the State.

Mitigation - Is an activity that actually eliminates or reduces the probability of a disaster occurrence, or reduces the effects of a disaster. Mitigation includes such actions as, zoning and land use management, safety and building codes, flood proofing of buildings, and public education.

Mutual Aid Agreements - Formal or informal understanding between jurisdictions that pledge exchange of emergency or disaster assistance.

NOAA - National Oceanic and Atmospheric Administration: central agency in development of CAMEO computer system for hazmat response and planning use, especially air-plume and surface-slick dispersion modeling. Functions under the Department of Commerce. Provides Scientific Support Coordinators (SSCs) in coastal and marine areas. SSCs serve as members of the OSC's staff, as scientific and technical advisors. Their capabilities include contingency planning, surface/subsurface trajectory forecasting, resource risk analysis, technical hazard data assessment and general communications. The SSC serves as principal point-of-contact for members of the scientific community.

National Warning System (NAWAS) - The Federal Warning System, used to disseminate warnings of imminent natural disaster or enemy attack into a Regional Warning System which passes it to the State Warning Points for action.

National Weather Service (NWS) - A Federal Agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricane, tornados, tropical storms, etc.

On-Scene Commander - Official who directly commands and allocates local resources and supervises all local operations at the scene.

PL - Public Law, citation referring to the session of Congress enacting the law followed by a number indicating the order of that Congress' laws in which it took effect.

Public Information Officer (PIO) - On-scene official responsible for preparing and coordinating the dissemination of public information in cooperation with other responding Federal, State, and local government agencies. Also called Public Affairs Officer (PAO).

Reception Center - A center established to register evacuees and to assess their needs. If an evacuation is ordered, suitable facilities to be used as reception centers must be designated. The centers will be used to register evacuees for emergency shelter or, if temporary shelter is not required because evacuees will stay elsewhere, to ascertain where they can be contacted. Persons requiring temporary shelter will be directed to a shelter location. (NOTE: Reception and shelter facilities may be at the same location.)

Recovery - Activity involves assistance to return the community to normal or near-normal conditions. Short-term recovery returns vital life-support systems to minimum operating standards. Long-term recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include, temporary housing, loans or grants, disaster unemployment insurance, reconstruction, and counseling programs.

Risk - The probability that damage to life, property, and the environment will occur.

Risk Analysis - Assesses probability of damage (or injury) due to hazardous materials release and actual damage (or injury) that might occur, in light of the hazard analysis and vulnerability analysis. Some planners may choose to analyze worst-case scenarios. Use the Chemical Profiles in the CEPP technical guidance or a similar guide to obtain information.

Risk Area - An area considered likely to be affected by a release of a toxic chemical. Risk areas are based on recommended isolation distances (i.e., one-half mile radius in all direction and one mile downwind), identifiable land features (streets, addresses, rivers, etc.) and predominate wind directions.

Rumor Control Center - A center established to provide a contact point for the public to call for additional information. The center is located adjacent to the JPIC.

SARA - Superfund Amendments and Reauthorization Act of 1986 (PL99-499). Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

SERC - State Emergency Response Commission, designated by the Governor, responsible for establishing hazmat planning districts and appointing/overseeing Local Emergency Planning Committees.

Shelter - A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas the primary shelter and the reception center are usually located in the same facility.

Shelter Manager - An individual who provides for internal organization, administration, and operation of a shelter facility.

Staging Area - A pre-selected location having large parking areas such as a major shopping area, schools, etc. The area is a base for the assembly of persons to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees. Several of these areas should be designated to each evacuating jurisdiction.

Standard Operating Procedures (SOP's) - Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.

State Emergency Operations Plan - Plan designated specifically for State-level response to emergencies or major disasters; which sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance. (See EOP, op. cit.)

State Emergency Response Team (SERT) - A team of emergency response personnel from the Department of Crime Control and Public Safety who are dispatched to the scene of a disaster in order to

evaluate conditions, offer advice, and coordinate all recovery activities.

State Warning Point (SWP) - The State Facility (State Highway Patrol Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

Traffic Control Points - Places along evacuation routes that are manned to direct and control movement to and from the area being evacuated.

Tornadoes - Spawned by hurricanes sometimes produce severe damage and casualties. If a tornado is reported in your area, a warning will be issued.

Vulnerability - The susceptibility to life, property, and the environment to damage if a hazard manifests its potential.

Vulnerability Analysis - Identifies what is susceptible to damage. Should provide information on: extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected, and impact on sensitive natural areas and endangered species. Refer to the CEPP technical guidance or DOT's Emergency Response Guidebook to obtain information on the vulnerable zone for a hazardous materials release. A standard vulnerability analysis has been developed by EPA to assist communities in addressing sec. 303 of Title III.

Warning - The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects of natural disasters and acts of civil disturbance or war.

Warning Point - A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

Warning Signal - An audible signal, sounded on public outdoor warning devices.

**CATAWBA COUNTY EMERGENCY OPERATIONS PLAN
GLOSSARY
ATTACHMENT 1**

ACRONYMS AND ABBREVIATIONS

ARC	American Red Cross
ARES	Amateur Radio Emergency Service
CCA	Comprehensive Cooperative Agreement
CCF	Congregate Care Facility
CCPS	Crime Control & Public Safety (NC Dept. of)
CEM	Comprehensive Emergency Management
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
COG	Continuity of Government; also Council of Governments
CPG	Civil Preparedness Guide
DAO	Damage Assessment Officer
DCI	Division of Criminal Information (formerly Police Information Network)
DHR	Department of Human Resources
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOT	Department of Transportation

DSS Department of Social Services

EBS Emergency Broadcast System

EHNR Environment, Health, & Natural Resources (formerly NRCD)

EHS Extremely Hazardous Substances

EM Emergency Management

EMA Emergency Management Assistance (Federal program)

EMC Emergency Management Coordinator

EMS Emergency Medical Services

EMT Emergency Medical Technician

EOC Emergency Operations Center

EOP Emergency Operations Plan

EPI Emergency Public Information

FCC Federal Communications Commission

FEMA Federal Emergency Management Agency

FRC FEMA Regional Coordinator

GS General Statute

HAZMAT Hazardous Materials

HICA/MYDP Hazard Identification, Capability Assessment/Multi-Year Development Plan

IC Incident Commander

ICS Incident Command System

IEMS Integrated Emergency Management System

JPIC Joint Public Information Center

LEPC Local Emergency Planning Committee

mR milliroentgen

NAWAS National Warning System

NCDSS North Carolina Division of Social Services

NCEM North Carolina Division of Emergency Management

NCERC North Carolina Emergency Response Commission

NCGS North Carolina General Statutes

NCNG North Carolina National Guard

NCP National Contingency Plan

NFPA National Fire Protection Association

NHFC National Hurricane Forecast Center

NOAA National Oceanic and Atmospheric Administration

NWS National Weather Service

OSC On Scene Coordinator

OSHA Occupational Safety and Health Act

PIO Public Information Officer

RADPRO Radiation Protection

RO Radiological Officer

SAR Search and Rescue

SARA Superfund Amendments and Reauthorization Act

SBI State Bureau of Investigation

SERC State Emergency Response Commission (See NCERC also)

SERT State Emergency Response Team

SOP Standard Operating Procedure

SWP State Warning Point

USCG United States Coast Guard

WERS Weapons Effect Reporting Station